READ THIS PACKAGE CAREFULLY!!

OFFICER ADVANCED TRAINING PACKAGE

> CG Training and Education Manual (COMDTINST M1500.10C), Chapter 10
> CG Advanced Education Program; COMDTINST 1524.1 of 23 May 1997

OBLIGATED SERVICE

- ⊗ **Minimum active duty obligation of three months for each month of education for the first year and one for one thereafter, to commence upon completion of advance training. This obligated service is in addition to any other obligated service incurred and does not run concurrently.**

- ⊗ You must complete and submit obligated service/acknowledgment letter to CGPSC OPM-1G within **5 days** (**5 days for those pickup on Alternate List**) of receipt of the notification letter sent via e-mail.

COSTS PAID BY THE COAST GUARD

- ⊗ Tuition. Tuition payment **can only be made** by purchase order **after you send** a completed copy of the **Student Check List** (August 2011) accompanied by an itemized breakdown of tuition and all mandatory fees from the University to Commandant (FC-C), U. S. Coast Guard, 2100 Second St. S.W., Washington, DC 20593-0001, via your Program Manager. It is the responsibility of the graduate student to get the required information to FC-51 no less than 15 working days prior to payment due date. **You may be billed by the school if you fail to do this**.

- ⊗ Tuition deposit/prepayment will be refunded to the CAP level. Submit an original copy of the enclosed SF-1164 with a receipt of payment or a copy of your canceled check to advancededucation@uscg.mil.

- ⊗ All mandatory fees which incurred on or after August 1, 2011 shall be funded by AFC56 providing the following caveats are met:
  1. Supporting Information from the college/univ. is provided stating that the fees are mandatory.
  2. The cap assigned for the specific program is not exceeded or is not expected to exceed the cap for the specified fiscal year.
  3. Funds are available.
  4. Health/Medical fees require a statement from the university stating the fee cannot be waived.

SCHOOL APPLICATION PROCEDURES

- ⊗ Your PM may want you to attend the Naval Postgraduate School (NPS) Monterey. Let your PM know as early as possible your interest in attending NPS. CGPSC (OPM-1G) will mail a copy of your transcripts (as they appear in your CGPSC PDR) and GRE scores on your behalf - but only if your PM requests.

- ⊗ Items to be considered in the decision process by you, your PM and Assignment Officer (AO) when selecting a school:
  - ⇒   curriculum quality (does it meet Program needs?)
  - ⇒   tuition rates (can you qualify for In-State tuition?)
  - ⇒   program length
  - ⇒   projected PCS transfer costs to and from school

- ⊗ You must attempt to gain acceptance to those institutions identified by your PM. If you cannot gain acceptance to a school approved by your PM, you will be dropped from the advanced training rolls and will have to compete again for selection.

- ⊗ Contact your PM as soon as practical after your receive your acceptance letter(s).

- ⊗ Your PM and AO, with your input, will then decide the school you are to attend.

- ⊗ Apply for in-state tuition rates and waiver of health and insurance fees even though you may not be a resident of the State in which the institution is located.

ORDERS PROCESS

⊗ Provide your PM with the following:
    ⇒ a copy of your college acceptance letter(s)
    ⇒ registration, class convening & graduation dates
    ⇒ estimated tuition costs, fees & payment schedule
    ⇒ school address, POC and telephone number.

⊗ E-mail the enclosed **Request For Orders** Form to your Program Manager (DO NOT SEND A COPY TO OPM-1G). The PM will then give it to COMDT (EPD) for issuance of a Training Allowance Billet (TAB).

⊗ After COMDT (EPD) issues the TAB, that branch will cause a copy of the form to be mailed to TQC and forward the original to COMDT (CG-833). COMDT (CG-833) assigns the TAB to the appropriate school and delivers the request form to CGPSC (OPM-1G).

⊗ CGPSC (OPM-1G) will review the information and issue the orders.

⊗ Total elapsed time from PM input to orders issuance is **normally** 3 - 4 weeks.

REPORTING TO DUINS

⊗ Check in with the administrative command specified in your PCS orders (LOCAL SPO WILL PROVIDE YOU WITH THIS INFORMATION). We recommend you contact that administrative unit before you leave your current unit so you'll know their check in procedures before you report for DUINS. Again, if you are unsure of who your admin command will be upon departure, contact your local admin before you leave.

⊗ Check in with the ROTC unit at your school, if one exists. The ROTC can help you with local administrative matters.

POINTS OF CONTACT

⊗ CGPSC (OPM-1G) at (202) 493-1616 for **administrative** help.

⊗ COMDT (FC-BOD) at (202) 475-5499 for **payment** help and **billing questions/problems**.

⊗ 800 Phone Service: Contact anyone in CGPSC (OPM-2) (assignment officers) by calling 1-800-842-8740 and following the voice Mail instructions. Please use this number only when FTS is not available.

ONCE IN SCHOOL

⊗ Be sure to e-mail a copy of your Data Capture form to CGPSC (OPM-1G), Program Manager, and FC-TEPD (Mrs. Ann Duncan) within 30 days of arrival at school. We'll use that data to keep track of your whereabouts. **THIS IS OUR LINK TO YOU**.

⊗ Update your personal contact information (i.e. address and phone number) in Direct Access.

⊗ Continue to submit a completed copy of the enclosed Student Accounting Form to COMDT (FC-BOD) via email to advancededucation@uscg.mil within two days after you register for each new school term. NOTE: Naval Postgraduate School students submit completed Student Accounting Form at the beginning of each school year.

⊗ **KEEP IN TOUCH** with your support help: your ADMIN unit, PM, and me (CGPSC (OPM-1G)).

CURRICULUM AND ACADEMIC PROFICIENCY

⊗ The program length is the maximum time, which it normally takes to attain a SINGLE postgraduate degree. Your PM and AO may approve an extension if deemed necessary.

⊗ Submit your proposed curriculum to your PM for approval within 30 days of reporting to school.

⊗ You must adhere to the curriculum that was approved for you by both your institution and your PM.

⊗ You are expected to carry a minimum full-time load of 12 credit hours for all academic terms.

⊗ Courses must count towards "full-time student" for a grade.

⊗ You may not drop required courses without your PM's approval.

THESIS APPROVAL/PREPARATION

⊗ Your PM can provide you with ideas for a required topic.

⊗ The thesis topic must be authorized in advance by your PM.

⊗ Do not, repeat, do not travel for thesis purposes without written orders.

⊗ Submit two copies of your thesis; one to your PM and the other to the CG Law Library at CG Headquarters.
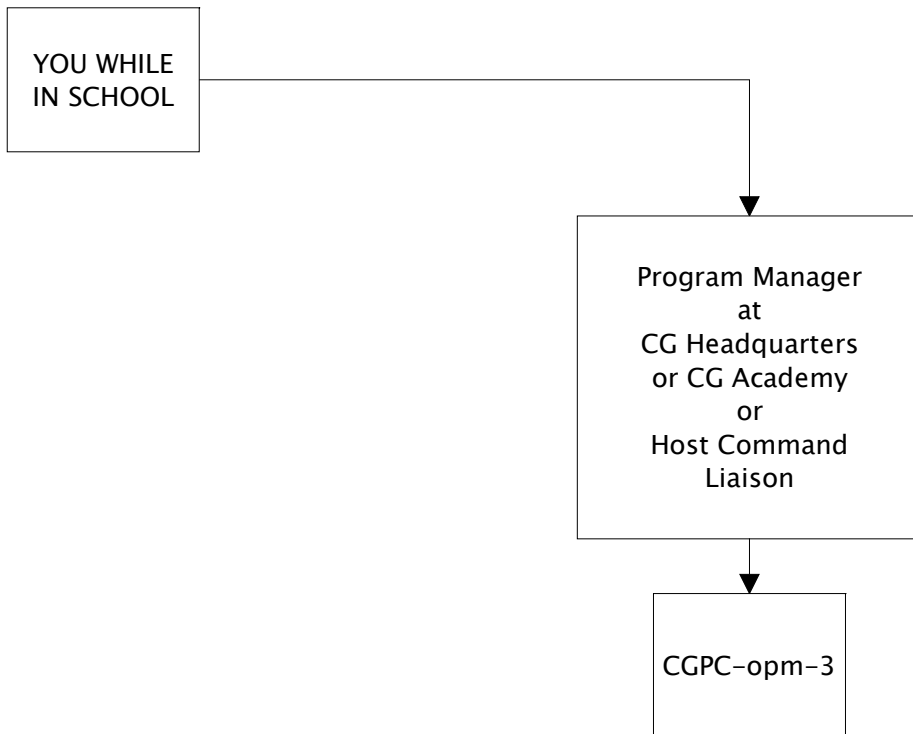
UPON COMPLETION OF DUINS

⊗ **Submit an Officer Education Record (CG-4082) to CGPSC (PSD-mr) for filing in your official HQ PDR along with:**
   ⇒ **copy of official transcripts**
   ⇒ **copy of degree certificate.**

⊗ **Submit a copy of the completed Officer Education Record (CG-4082) to your SPO so that your educational history in the PDS database can be updated.**

CONDUCT AND APPEARANCE STANDARDS

⊗ The Commander, Coast Guard Personnel Command, expects all students to maintain high standards of performance. This includes good grades, conduct, and appearance. You may be disenrolled if these standards are not upheld.

PLEASE complete and submit all paperwork where and when required. **It is imperative that we have this information.**

OER SUBMISSION

AND FLOW

WHILE ON DUINS

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┌─────────────┐
│ YOU WHILE   │
│ IN SCHOOL   │────────────────────┐
└─────────────┘                    │
                                   ▼
                    ┌──────────────────────────┐
                    │    Program Manager        │
                    │          at               │
                    │    CG Headquarters        │
                    │    or CG Academy          │
                    │          or               │
                    │    Host Command           │
                    │      Liaison              │
                    └──────────────────────────┘
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OER requirements and submission procedures are explained below in accordance with the Officer Accessions, Evaluations, and Promotions Chapter 5-A. Please take a few minutes to review it.

You must contact you program manager at least twice a semester, prior to registering for class and prior to mailing your OER, to discuss your progress and course selection. This will also be beneficial to your specialty progression.

The OPFAC number for your school and your OBC should be on your orders. Call CG PSC (OPM-1G) at (202) 493-1616 for help.

5.A.5.   **Preparation and Use of the Duty Under Instruction (DUINS) OER**
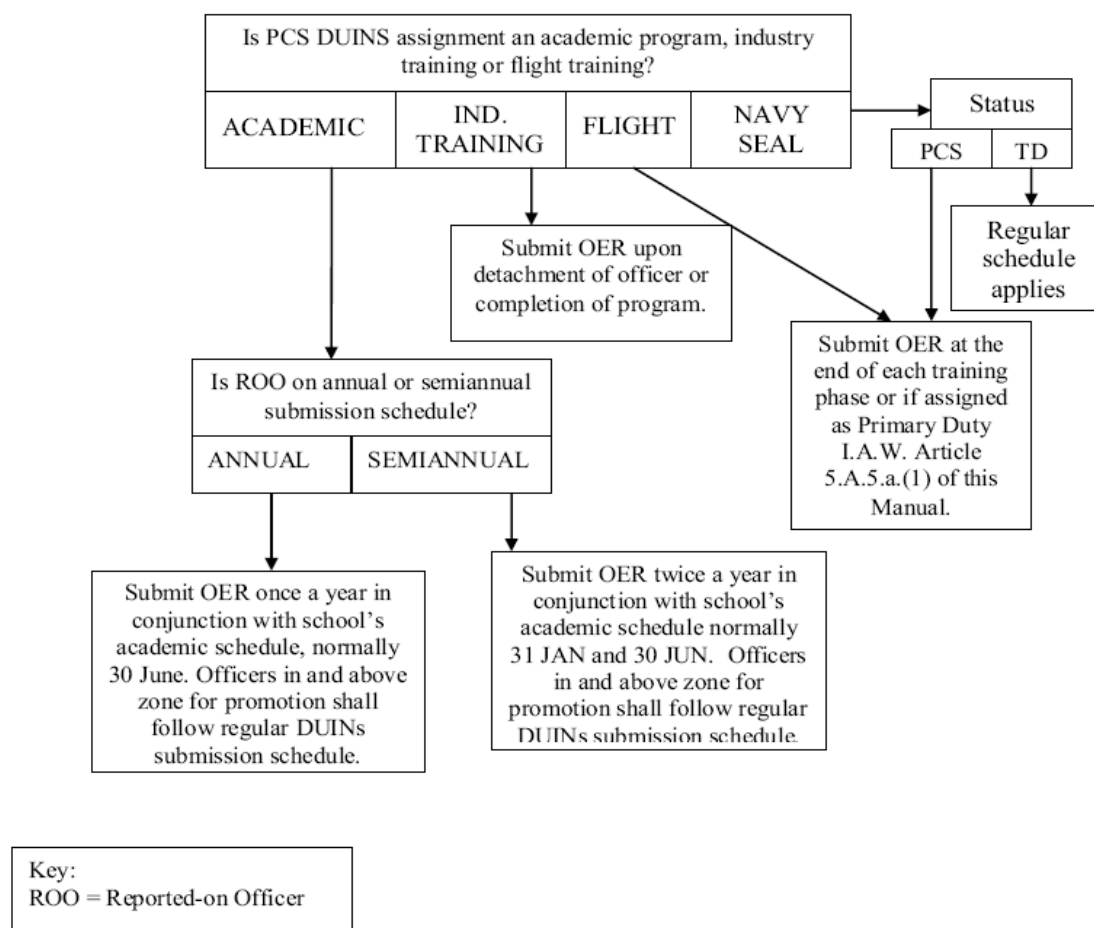
5.A.5.a.   **General**

This section describes the procedures for preparing and processing DUINS OERs.

(1) The Officer Evaluation Report, Form CG-5310 (series), submission schedule for officers assigned to DUINS shall be as follows:

(a) When a Reported-on Officer is assigned PCS duty under instruction to a civilian institution, Naval Post
Graduate School (NPS) Monterey, or an Armed Forces School (Service or Senior Service), OER submission will be coordinated with routine breaks in the school's academic schedule. For lieutenants (junior grade) and below, at minimum OERs shall be submitted twice a year. For lieutenants and above, at minimum OERs shall be submitted once a year.

(b) When a Reported-on Officer is assigned PCS duty under instruction to industry training, OERs shall be
submitted upon detachment of the officer or completion of the program. Cannot exceed requirements contained in Article 5.A.3.a.(1)(a). of this Manual.

(c) When a Reported-on Officer is assigned PCS duty under instruction to Flight Training, OERs shall be
submitted at the end of each training phase. Cannot exceed requirements contained in Article 5.A.3.a.(1)(a) of this Manual.

(d) Reported-on Officer's assigned duty under instruction to the Naval Special Warfare Command, Sea, Air, and Land Forces (SEAL) Training Program, are first assigned to an initial basic indoctrination course, followed by a 1 to 2 year training program, culminating in assignment to a Navy SEAL unit as their primary duty. For OER purposes in these cases, the following submission criteria applies:

[1] Indoctrination period: The Reported-on Officer's permanent rating chain shall follow the normal submission schedule criteria while the officer is TDY to the basic indoctrination. Delays to regular submission schedule to coincide with indoctrination completion may be considered by Commander (CG PSC-OPM-3).

[2] Training Period: Once the Reported-on Officer has successfully completed indoctrination and commences the training phase, all future OER submissions will be submitted as a DUINS at the completion of each training phase. The Coast Guard program manager is responsible for OER submissions. Reporting periods cannot exceed maximum submission schedules in accordance with Article 5.A.3.a.(1)(a) of this Manual.

[3] Upon Primary Duty assignment to a Navy SEAL unit, the Reported-on Officer shall assume the submission schedule based on their pay-grade in accordance with Article 5.A.3.a.(1)(a) of this Manual.

(e) When a Reported-on Officer is assigned PCS duty under instruction and performing duty as an intern or trainee at a Coast Guard unit (e.g., Law student, legal staff intern), a concurrent OER may be submitted for a period of greater than 14 days. This concurrent OER provides an opportunity for DUINS students to document performance. A concurrent OER does not count for continuity and this is an exception to the guidelines provided in Article 5.A.3.c.(2) of this Manual.

(f) Officers in and above zone for promotion shall follow the regular DUINs submission schedule. A DUINs OER period of report shall not exceed 18 months.

(g) SSG students shall follow regular submission schedules outlined in Article 5.A.3. of this Manual.

(2) Use the DUINS flowchart (Figure 5.A.10. of this Manual) for general guidance when submitting a DUINS OER.

5.A.5.b.   Designation of Rating Chain Members

(1) For Reported-on Officers assigned PCS duty under instruction to a civilian institution, industry training, or to NPS Monterey, rating officials will be individuals within the appropriate program managing office.

(2) For Reported-on Officers assigned PCS to duty under instruction to Service schools such as flight training, Naval War College (command and staff), AFSC, etc., the host Service's chain of command will function as the Supervisor and Reporting Officer. The Reviewer will be either the Coast Guard liaison officer (if any) or an individual within the appropriate program managing office.

(3) For Reported-on Officers assigned PCS to duty under instruction to the Navy SEALs Program, the Coast Guard parent command will serve as the rating chain. Upon primary duty assignment to a navy SEAL unit, refer to Article 5.A.2. of this Manual.

(4) For officers assigned PCS to duty under instruction to Senior Service Schools, e.g., Air War College, Naval War College, National War College, or Brookings Institute, etc., the host Command's chain of command will function as the Supervisor and Reporting Officer.

(5) For Commander and below at either a military or civilian senior service school, the Reviewer will be the chief of the headquarters program managing office.

(6) For Captains attending any DUINS program, the Reporting Officer and Reviewer shall be a Coast Guard Flag Officer or Coast Guard Senior Executive Service member from the appropriate headquarters program managing office.

(7) For Captains attending Senior Strategic Groups (SSG), the Reporting Officer and Reviewer shall be a Coast Guard Flag Officer or Coast Guard Senior Executive Service member, or service equivalent (e.g., Chief of Naval Operations for the CNOS SSG) unless article 5.A.2.e.(1)(g) of this Manual applies. Unlike other DUINS programs, SSG studies require a regular OER to include marks and comments.

(8) For all other DUINS Officers, (law degree, public admin, etc) the supervisor and reporting officer may be the headquarters program managing office.

(9) Letter reports signed by school officials are no longer accepted as attachments for DUINS programs that provide official transcripts or degrees. Course titles, grades, grade point average and semester hours can be cited in block 3 of the Officer Evaluation Report (OER), Form CG-5310. For those DUINS programs at institutions that do not provide official transcripts or degrees, letter reports signed by school officials are still required at the completion of a DUINS assignment.

(10) For commanders and below where a civilian serves as the Reporting Officer, no Reviewer comments are required. Optional Reviewer comments may be submitted and shall follow the format specified in Article 5.A.4.d. of this Manual.

Figure 5.A.10.   OER For Duty Under Instruction (DUINS)

Is PCS DUINS assignment an academic program, industry training or flight training?

ACADEMIC	IND. TRAINING	FLIGHT	NAVY SEAL

Status

PCS	TD

Regular schedule applies

Submit OER upon detachment of officer or completion of program.

Submit OER at the end of each training phase or if assigned as Primary Duty I.A.W. Article 5.A.5.a.(1) of this Manual.

Is ROO on annual or semiannual submission schedule?

ANNUAL	SEMIANNUAL

Submit OER once a year in conjunction with school's academic schedule, normally 30 June. Officers in and above zone for promotion shall follow regular DUINs submission schedule.

Submit OER twice a year in conjunction with school's academic schedule normally 31 JAN and 30 JUN. Officers in and above zone for promotion shall follow regular DUINs submission schedule.

Key:
ROO = Reported-on Officer

5.A.5.c.   Preparation

1. Section 1. Administrative Data. The Reported-on Officer will complete all items in this Section and Section 13 (Return Address). The Reported-on Officer is responsible for the accuracy of the information and the appropriate form for the grade.

    Items:

    a. Name. Last and initials only.

    b. EMPLID. Ensure correct**.**

    c. Grade. Two-character pay grade (e.g., W2, O5) as of the end of period date. Frocked officers shall use the report form appropriate to their pay grade, not their frocked grade.

    d. Date of Rank. Date of rank in all numerals (e.g., 2010/01/23) for the rank of the officer associated with the period of report.

    e. Unit. The name of school, college, or university being attended or designation of industry training.

    f. Administrative Target Unit (ATU) and Operating Facility (OPFAC).

    [1]   ATU. Use the two-digit numeric designation of personnel servicing unit to which administratively assigned (e.g., 01 for First District, 98 for Headquarters).

    [2]   OPFAC. Use the OPFAC number assigned to the institution.

    g. Days Not Observed. Enter a two-digit number in all categories representing the days not observed during the evaluation period.

    h. Date Reported. Indicate the actual date of reporting to the school specified in f. as shown in Direct Access. Enter date in the same format as d. above.

    i. Period of Report. The regular reporting period commences the day after the ending date of the previous regular OER and ends on the date of the occasion for the report. Dates shall be entered in the same format as e. above.

    j. Occasion for Regular Report. Mark "Annual,‖ ―Semiannual" or "Detachment of Officer" as the occasion for the report.

    k. Exception Report. Leave unmarked.

    l. Date Submitted. The date the Reported-on Officer submits the OER form to the Supervisor. Dates will be entered in the same format as Article 5.A.5.c.(1)(d) of this Manual.

2. Section 2. Description of Duties and Attachments.

    a. Identify the institution or school attended and its location, the program or degree sought or earned, and the expected duration or completion of the program (e.g., Primary Duty: DUINS– UNIVERSITY OF SAN DIEGO).

    b. List documents attached to the OER. Letter reports signed by school official required at the completion of a DUINS assignment only if the institution does not provide an official school transcript (e.g., RAND, SLOAN) and should be listed as an attachment.

    c. Do not attach transcripts or diplomas.

3. Sections 3 through 10.

    a. The "Not Observed" circle shall be used for all marks. Leave section (comparison or rating scale) blank.

    b. As applicable to the program being attended, course titles, grades, and grade point average for each semester covered by the OER shall be listed in Block 3f.

    c. No other comments are authorized in these sections.

    4. Reviewer Comments. Reviewer comments are optional regardless of the rating chain members. When used, Reviewer comments shall follow the format specified in Article 5.A.4.d. of this Manual.

OFFICER EVALUATION REPORT (OER)

Validation:

1. ADMINISTRATIVE DATA

(YYYY/MM/DD) (YYYY/MM/DD)

a. NAME (Last)	(Initials)	b. SSN	c. GRADE	d. DATE OF RANK	e. DATE REPORTED
DOE	J D	000-00-0000	O3	/ /	2008 / 07 / 01

f. UNIT	g. ATU - OPFAC	h. DAYS NOT OBSERVED
UNIVERSITY'S NAME	13 _ 66266	LV OTHER

i. PERIOD OF REPORT (YYYY/MM/DD)	j. OCCASION FOR REPORT (Mark only one)	k. EXCEPTION REPORT	l. DATE SUBMITTED
2009 / 07 / 01 TO 2010 / 06 / 30	○ Annual/ Semiannual ○ Detachment/Change of Reporting Officer ○ Detachment of Officer ○ Promotion	○ Special ○ Concurrent	2010 / 06 / 30

2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).

PRIMARY DUTY:

DUINS: UNIVERSITY NAME, LOCATION; DUINS PROGRAM TITLE: MASTER OF_____;
EXPECTED DURATION/COMPLETION DATE OF PROGRAM:_____.

ATTACHMENTS:

3. PERFORMANCE OF DUTIES: Measures an officer's ability to manage and to get things done.

	1		3		5		7	N/O
a. PLANNING AND PREPAREDNESS: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the unit's and Coast Guard's future.	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. ○		Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. ○		Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. ○		○	○
b. USING RESOURCES: Ability to manage time, materials, information, money, and people (i.e. all CG components as well as external publics).	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. ○		Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time and direction. Cost conscious, sought ways to cut waste. ○		Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. ○		○	○
c. RESULTS/EFFECTIVENESS: Quality, quantity, timeliness and impact of work.	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. ○		Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on department or unit. Continuously improved services and organizational effectiveness. ○		Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on unit or Coast Guard. Established clearly effective systems of continuous improvement. ○		○	○
d. ADAPTABILITY: Ability to modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Overlooked or screened out new information. Overreacted or responded slowly to change in direction or environment. Ineffective in ambiguous, complex, or pressured situations. ○		Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate societal trends or political realities. ○		Rapidly assessed and adjusted to changing conditions, political realities, new information and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. ○		○	○
e. PROFESSIONAL COMPETENCE: Ability to acquire, apply and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. ○		Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. ○		Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. ○		○	○

COMMENTS:

LIST COURSES, CREDIT HOURS, GRADES, ACADEMIC AWARDS AND SIGNIFICANT ACADEMIC
ACHIEVEMENTS. (DO NOT ATTACH GRADE TRANSCRIPTS OR DIPLOMAS)

Reset

DATA CAPTURE FORM

Complete and return this form to CGPSC (OPM-1G), with one copy to your Program Manager, within 5 days of reporting to school. The data you supply on this form is used to help manage the Officer Advanced Education Program and to maintain a locator list. It also allows for placement of your name and address on the Coast Guard Magazine mailing list and for us to forward pertinent information to you on changes and trends in the Coast Guard.

NAME (LAST, FIRST, MI)

EMPLID   RANK

TRAINING PROGRAM   GRADUATION DATE

/   /

SCHOOL NAME/ADDRESS   SCHOOL PHONE

(   )   -

HOME ADDRESS   HOME PHONE

(   )   -

DATE FORM COMPLETED   E-MAIL/INTERNET ADDRESS

/   /